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# Meeting Minutes

WKU Council of Academic Deans

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SUMMARY OF THE MEETING OF THE ACADEMIC COUNCIL OF DEANS  
November 14, 1966

All of the Deans were present except Dr. Jenkins who was taking part in an industrial promotion tour in California. The following is a summary of the deliberations of the meeting.

- I. Dr. Hourigan handed out a tentative final examination schedule. The schedule was approved with one change. It was agreed that the first exam should begin at 7:30 a.m. rather than 8:00 a.m. with each exam being one hour and fifty minutes in length. Dr. Hourigan requested that the exam schedule be adhered to and that changes be made only with the approval of the department head and the dean of the college. Dr. Hourigan should be notified of these changes.
- II. The beginning of classes at 7:30 a.m. is to be discussed at a future meeting. Dr. Russell is to make a study concerning the effect that this would have on labs, and Mr. Cook is to draw up some tentative schedules of classes starting at 7:30 a.m.
- III. THE CLASS SCHEDULE FOR THE 1967-68 SCHOOL YEAR ARE DUE IN MR. COOK'S OFFICE BY FRIDAY, MARCH 3, 1967.

It was suggested by Dr. Cravens that each department head might submit an analysis of the departmental schedule to the dean of the college by February 15.

- IV. Summer school class schedules are due in Dr. John Scarborough's office on or before January 4, 1967.
- V. Mr. Lazarus indicated to the Deans that many faculty members had been deficient in turning in their deficiencies at mid-term.
- VI. Dr. Lair was present for a discussion on Counseling Days. It was agreed that these days would be held for full-time students and that part-time students would be told that counseling is available on request. It was decided that the first two weeks, beginning November 28, will be for students who have selected a major. The third week will be for those in the undecided group.
- VII. Dr. Cravens submitted a draft of University policies on Faculty Involvement In Sponsored Research of Special Projects and Consulting Activities. This draft is to be studied and finalized at the next meeting on Monday, November 21 at 2:30 p.m.